



**RHODE ISLAND  
COLLEGE**

# Peoplesoft Financials 9.2: BUDGET INQUIRY MANUAL

*Last Update: 11/09/2018*

The information contained herein is intended to be used solely by Rhode Island College and its employees.

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# Budget Inquiry Manual

## 1 Login

**STEP 1.)** Open a web browser and enter the address (url): [my.ric.edu](http://my.ric.edu)

**STEP 2.)** The following page will display.

Welcome to  
**MyRIC.**

The MyRIC portal is a single access point to all Rhode Island College online services. MyRIC offers Rhode Island College students, faculty and staff secure, personalized and convenient access to PeopleSoft (formerly RICConnect), Webmail, Blackboard, EMS and more. Please take the time to become familiar with the portal and all of the features it has to offer, and look for enhancements in the future.

*The use of this system is restricted to authorized Rhode Island College users. Unauthorized use of this system is prohibited and violators will be prosecuted. Your account will be locked after 5 unsuccessful tries.*

**Login**

User ID

Password

**LOGIN**

[Forgot password?](#)

**Help Topics**

- [Sign-in guide](#)
- [MyRIC printing guide](#)
- [Sign up for RICA!ert for emergency notifications](#)
- [View paycheck online \(faculty/staff\)](#)
- [Information for department chairs](#)
- [Print College Requisitions](#)
- [Clearing your browser cache](#)

**Announcements**

In order to deliver a more user-friendly experience and enhanced features to the campus community, Rhode Island College launched the new MyRIC portal on July 15, 2013. MyRIC offers students, faculty, and staff an easier and more convenient way to access Rhode Island College computing resources including Webmail, Blackboard, Peoplesoft, and all of the features formerly available in the RICConnect system.

If you have questions or need assistance, please contact the HelpDesk at 456-8803 ([helpdesk@ric.edu](mailto:helpdesk@ric.edu)).

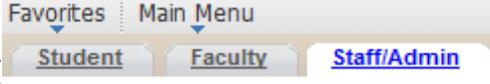
**Guest Access**

- [Search for classes](#)
- [Browse the course catalog](#)
- [View the academic calendar](#)

**For New Non-Degree, Visiting, or Returning Students**

If you have never taken courses at the College before you can [create an account online](#). If it has been three semesters or more since you have been enrolled, you need to call the [records office](#) at 456-8213 so that we can either enter your information into the system or update your record.

**STEP 3.)** Enter your User ID and Password and press the **LOGIN** button. Upon successful login you will see your main portal page. Please note that the links and tabs displayed will vary based

on security. If you have tabs (  ) select the **Staff/Admin** tab.

Welcome to MyRIC 09/30/2015

**HR Payroll**

- ✓ [Absence Request \(BOOP/SA\)](#)
- ✓ [View My Timesheets \(BOOP/SA\)](#)
- ✓ [View Paycheck](#)
- ✓ [Mobile Number for RICA!ert](#)

**Manager SelfService**

- ✓ [Approve Absence Request](#)
- ✓ [Approve Timesheet](#)
- ✓ [View My Employees Timesheet](#)
- ✓ [Maintain Student TimeCards](#)
- ✓ [Student Payroll Inquiry](#)
- ✓ [Financial Requisition Approval](#)

**Dean/Chair Help Files Download**

- ✓ [Academic Advisement Module](#)
- ✓ [Assigning Advisor to Student](#)
- ✓ [Change of Major](#)
- ✓ [Chair Quizzes](#)
- ✓ [Enrollment Request Transcript](#)
- ✓ [Grade Class Roster](#)
- ✓ [Master Chair Quizzes](#)
- ✓ [Management Center](#)
- ✓ [Grant/CR/Project Budget Inquiry \(Financials\)](#)

**State Biweekly Pay Advice**

State Biweekly Direct Deposit Pay Advice

Biweekly direct deposit pay advices are available online via [Paystub RI](#).

If you are not currently using Paystub RI you must register as a First Time User, with your **State Employee ID Number** which can be obtained by contacting the payroll office at extensions 8146 or 8080 or by email: [payrob@ric.edu](mailto:payrob@ric.edu).

To register for access go to [Paystub RI](#) or use the [Paystub RI \(State Biwk Pay\)](#) link from MyRIC under Faculty/Staff Links.

A guide for using Paystub RI is available at [Paystub RI Quick Start Guide](#).

Instructional and Monthly payroll advices are available using the [View Paycheck link](#).

**Around Campus-Staff**

**Rhode Island College News**

- [Finance Major Awarded Changemaker Fellowship](#)  
Sept. 28, 2015
- [RIC Holds First-Ever Safety Week](#)  
Sept. 23, 2015
- [RIC Professor Karen Lee Boren Publishes Short-Story Collection](#)  
Sept. 23, 2015

Read [RIC News](#) or see the [events calendar](#) for more information.

**Faculty/Staff Links**

- ✓ [Parking Permit Info](#)
- ✓ [Vision2015 Implementation Plans](#)
- ✓ [Vision2015 Implementation Plans](#)
- ✓ [Institutional Research Reports](#)
- ✓ [Campus Solutions \(Off Campus\)](#)
- ✓ [Blackboard](#)
- ✓ [EMS](#)
- ✓ [Faculty/Staff Email-Login](#)
- ✓ [Faculty Toolbox](#)
- ✓ [Adams Library](#)
- ✓ [RICalendar](#)
- ✓ [CollegeNet\(Authorized Users\)](#)
- ✓ [Smart Catalog\(Authorized Users\)](#)
- ✓ [Paystub RI \(State Biwk Pay\)](#)
- ✓ [Fall Course Bulletin](#)
- ✓ [Spring Course Bulletin](#)

**Administrative Systems**

- ✓ [Campus Solutions \(On Campus\)](#)
- ✓ [Financial Systems \(On Campus\)](#)
- ✓ [HR Systems \(On Campus\)](#)

**STEP 4.)** Click the Financial Systems link.

## 2 Use

Commitment Control regulates budgets for the college. The budget office has determined certain accounts to be controlled when used by a department for all financial transactions in the Peoplesoft Financials system. This document describes how to inquire on a department's budget.

To use the budget inquiry pages, you must have security access to view a department's budget. Budget inquiry allows you to:

- ✚ Confirm current status of your department budgets
- ✚ Determine if funds are available before requesting a budget transfer
- ✚ Verify that funds were moved after your requested budget transfer is complete
- ✚ View the budget of a specific account/fund

## 3 Budget Inquiry

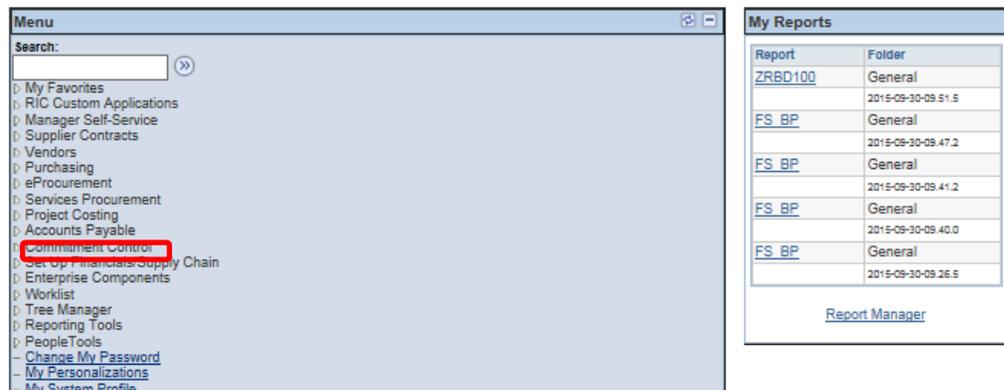
Budget Inquiries can be done for a single control budget or for multiple departmental budgets by entering key chartfield values.

### 3.1 Budget Details page

To inquire about a specific control budget, use the Commitment Control Budget Details page.

**Step 1.)** > From the main menu on the left hand side of the page navigate to Commitment Control > Review Budget Activities > Budget Details

> **CLICK ON** [Commitment Control](#)



**Step 2.)** > **CLICK ON** [Budget Details](#). Enter in search values on the Budget Details Search Page:

# Budget Inquiry Manual



Favorites Main Menu > Commitment Control > Review Budget Activities > Budget Details

### Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit:	=	RICOL
Ledger Group:	=	ORG
Account:	begins with	
Department:	=	16224
Fund Code:	begins with	
Class Field:	begins with	
Program Code:	begins with	
Budget Reference:	begins with	
CF Emplid:	begins with	
PC Business Unit:	begins with	
Project:	begins with	
Activity:	begins with	
Budget Period:	begins with	2015

Search Clear Basic Search Save Search Criteria

Selected search fields (chartfield values) will contain default values; if they do not enter values for: Business Unit = *RICOL*, Ledger Group = *ORG*, Budget Period = current budget year i.e. 2015, 2014, and select a department from the list using the lookup button next to the field . Optional: enter account and fund to minimize search results

**Step 3.)** After you've entered your search criteria click on the **Search** button. One of the following will happen depending on how much search criteria you've entered:

- The page will display the budget details for the specific values you entered on the search page
- Multiple budgets will appear below in the search results section. Select the budget you are inquiring about
- A message that states "No Matching Values were found"  
In this case, either no budget exists or the chart-field values are incorrect

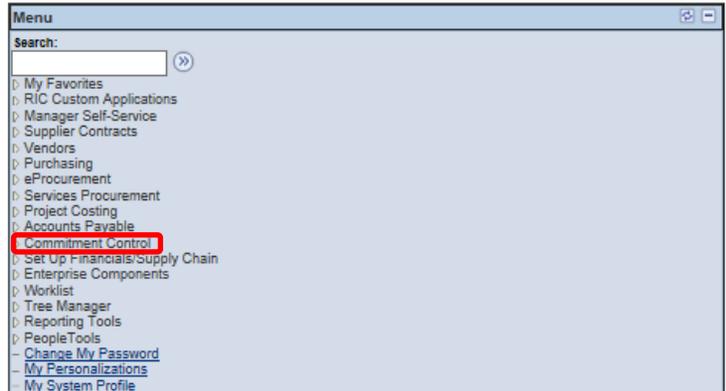
**Step 4.)** To return to your search results click on the **Return to Search** button

### 3.2 Budgets Overview Page

The Budgets Overview inquiry page(s) provide a view of budget activity for one or multiple budgets.

**Step 1.)** From the main menu on the left hand side of the page navigate to Commitment Control > Review Budget Activities > Budgets Overview

> **CLICK ON** [Commitment Control](#)



Report	Folder
ZRBD100	General
	2015-09-30-09.51.5
FS_BP	General
	2015-09-30-09.47.2
FS_BP	General
	2015-09-30-09.41.2
FS_BP	General
	2015-09-30-09.40.0
FS_BP	General
	2015-09-30-09.26.5

[Report Manager](#)

**Step 2.)** > **CLICK ON** [Budgets Overview](#). Select an existing inquiry name or add a new inquiry name by clicking the add a new value tab



#### Budgets Overview

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Inquiry Name:

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

**Step 2a.)** To add a new inquiry name; enter a meaningful inquiry name (EXAMPLE: budget inquiry for department 99999)

# Budget Inquiry Manual

Inquiry Name: DEPT99999

Add

**Step 2b.)** When you click **ADD** the following page appears – you will need to enter in the circled fields to retrieve budget information (Note: % is wildcard):

Type in a description:

The screenshot shows the 'Budget Inquiry Criteria Budget Overview' page. At the top, there's a search bar with 'Inquiry: MIS' and 'Description: MIS budget'. Below this are sections for 'Budget Type', 'TimeSpan', and a table of 'ChartField Criteria'. Red circles highlight the 'Ledger Group' dropdown (set to 'ORG'), the 'From Budget Period' and 'To Budget Period' (both set to '2008'), and the 'ChartField From Value' and 'ChartField To' columns for 'Dept' and 'Fund'. A callout box points to the 'Ledger Group' dropdown with the text 'Ledger Group = ORG'. Another callout points to the 'From Budget Period' and 'To Budget Period' fields with the text 'Update year'. A third callout points to the 'ChartField From Value' and 'ChartField To' fields with the text 'Default value: Detail Budget Period (Optional: you can select the Detail Accounting Period calendar keeping in mind your results can differ)'. A fourth callout points to the 'ChartField From Value' and 'ChartField To' fields with the text 'If you use the department lookup you will get a list of ALL valid departments; you can then search for a department by entering the dept# or description'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Leave default value: Ledger Group

Ledger Group = ORG

Default value: Detail Budget Period  
(Optional: you can select the Detail Accounting Period calendar keeping in mind your results can differ)

Update year

If you use the department lookup you will get a list of ALL valid departments; you can then search for a department by entering the dept# or description

**Step 3.)** After you've entered the circled values **SAVE** your inquiry

**Step 4.)** To see the budget results click on the **SEARCH** button located in the top section of this page

**Step 5.)** Below is the page that will show the search results

# Budget Inquiry Manual

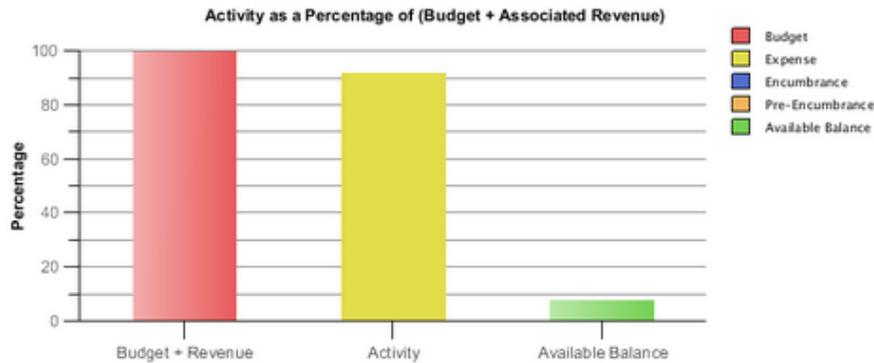
## Inquiry Results

Business Unit: RICOL  
 Ledger Group: ORG Department Budget  
 Type of Calendar: Detail Budget Period  
 Amounts in Base Currency: USD  
 Revenue Associated:

[Return to Criteria](#) Max Rows:  [Display Options](#)

Ledger Totals (24 Rows)		
		Net Transfers:
Budget:	1,613,549.000	-8,827.000
Expense:	1,487,226.360	
Encumbrance:	0.000	
Pre-Encumbrance:	0.000	
Budget Balance:	126,322.640	
Associate Revenue:	0.000	
Available Budget:	126,322.640	

### Chart



Budget Overview Results															
			Ledger Group	Account	Fund	Dept	Bud Ref	PC Bus Unit	Project	Activity	CF Empid	Budget Period	Budget	Expense	Enumb
1			ORG	60210	100	<input type="text"/>	00					2008	49,179,000	44,620,300	
2			ORG	60215	100	<input type="text"/>	00					2008	0,000	0,000	
3			ORG	60218	100	<input type="text"/>	00					2008	2,156,000	2,156,000	

## Ledger Totals

This group box displays the summarized totals for the criteria you set on the Budgets Overview - Inquiry Criteria page. The amount in parentheses in the group box header represents the total number of rows in the Budget Overview Results scroll area.

## Chart

This chart displays budget results in a column chart format. To hide chart, click the arrow next to the word *Chart*.

## Budget Inquiry Manual

### Budget Overview Results

This grid displays the results of your selection criteria and your display options.



Click the *Show Budget Details* button to open the Budget Details page, where you view budget details for the ledger row.



Click the *Show Budget Transaction Types* button to access the Budget Transaction Types page. You can view the amount of the original budget, the total adjustment amount, the adjustment and original transfer amounts, the budget close amount, and any amount rolled over from a previous fiscal year.

**Budget:** Click the Budget link for a ledger row to access the Budget Journal page.

**Expense, Encumbrance, & Pre-Encumbrance:** Click any of these links to display the Activity Log page.

## 4 Possible Errors

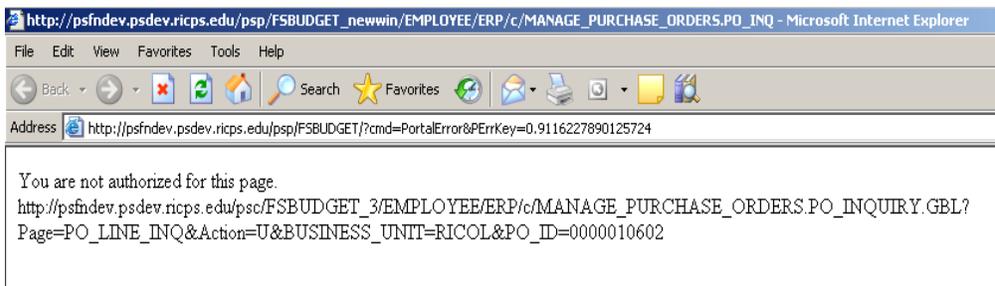
- ✚ You do not have security to inquire a department's budget:

An error has occurred that has stopped this transaction from continuing.



- ❖ For questions or further information, contact the budget office at extension x8438

- ✚ When clicking on budget-related links you receive an error:



- ❖ Your Peoplesoft security access does not allow access to the page. A request can be made by contacting the Peoplesoft Help Desk at extension x9873

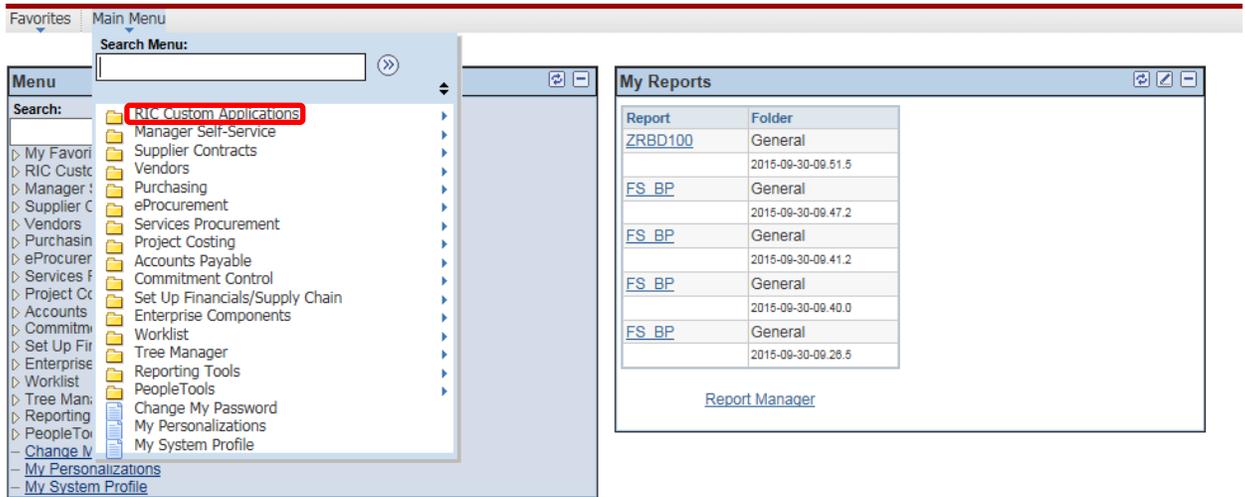
## 5 Budget Reports

### 5.1 RIC Budget Status Report

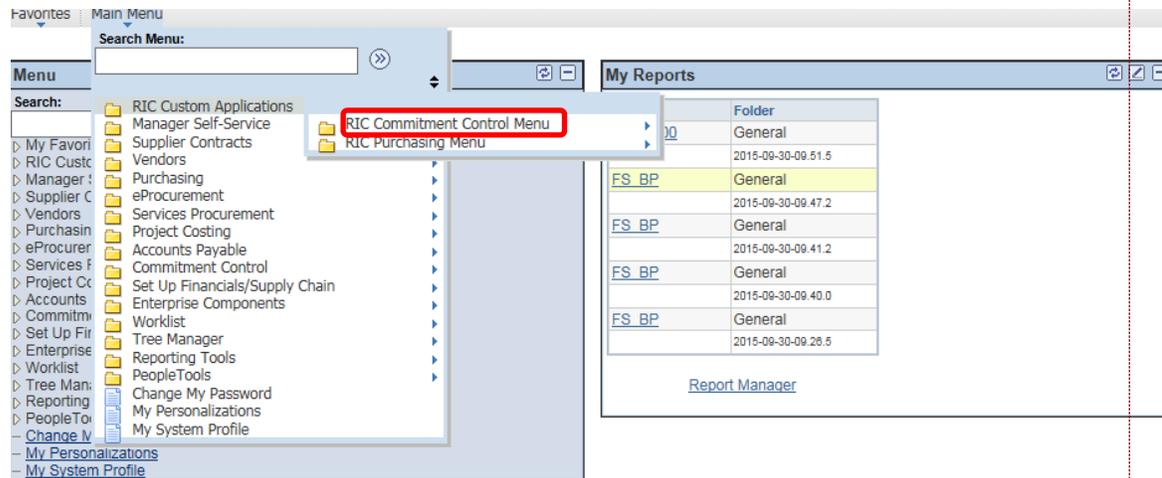
**Step 1.)** From the main menu on the left hand side of the page navigate to RIC Custom Applications > RIC Commitment Control Menu > Budget Reports > RIC Budget Status Report

# Budget Inquiry Manual

➤ [CLICK ON RIC Custom Applications](#)

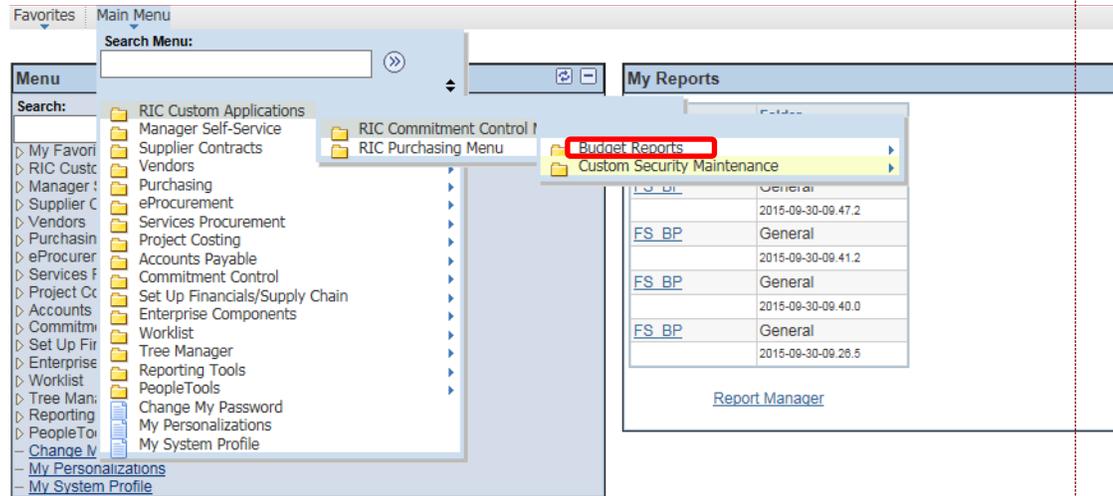


➤ [CLICK ON RIC Commitment Control Menu](#)

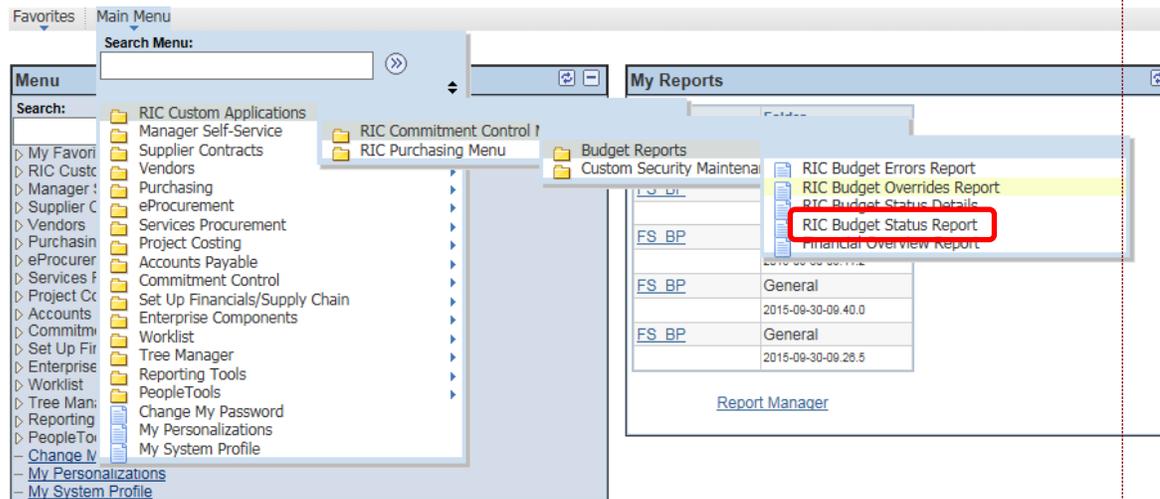


➤ [CLICK ON Budget Reports](#)

# Budget Inquiry Manual



➤ **CLICK ON** [RIC Budget Status Report](#)



**Step 2.)** Search for an existing **RUN CONTROL ID** or add a new one:

## Budget Status Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)

Find an Existing Value | [Add a New Value](#)

**Step 3.)** Enter in the required values for your report and then click on the **RUN** button > Business Unit = *RICOL*, Ledger Group = *ORG*, Budget Period = current budget year i.e. 2014, 2013, and select a department from the list. Optional: enter account and fund to minimize report (sample values below):

**RIC Budget Status Report**

**RIC Commitment Control Budget Status Report**

Run Control ID: Budget      [Report Manager](#)    [Process Monitor](#)    **Run**

Language: English

**Report Request Parameters**

'Business Unit: RICOL    Rhode Island College

'Ledger Group: ORG    Dept Budget Ledger Group

'Department:     Optional Search Criteria:

'Budget Period: 2007

Fund Code

Account

Save    Notify    **Select department**    Add    Update/Display

**Step 4.)** Select **WEB/PDF** as type/format and then click the OK button:

**Process Scheduler Request**

User ID: JRESTO      Run Control ID: BUDGET\_REPORTING

Server Name:     Run Date: 05/31/2006

Recurrence:     Run Time: 11:02:39AM    [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	RIC Budget Status Report	ZRBD103	SQR Report	Web	PDF	Distribution

OK    Cancel

**Step 5.)** You will be brought back to the report values page that shows the Process Instance # of your report request in the top right hand corner. Click on the **PROCESS MONITOR** link:

**RIC Budget Status Report**

**RIC Commitment Control Budget Status Report**

Run Control ID: Budget      [Report Manager](#)    [Process Monitor](#)    **Run**

Language: English      Process Instance: 75261

**Report Request Parameters**

'Business Unit: RICOL    Rhode Island College

'Ledger Group: ORG    Dept Budget Ledger Group

'Department: 16224    Management Information Service

'Budget Period: 2007

Fund Code

Account

Save    Notify    Add    Update/Display

**Step 6.)** You will see the process monitor page. Your report is complete when the run status reads Success/Posted - to update the status click on the **REFRESH** button. Once complete click on the **DETAILS** link:

**Process List** [Server List](#)

**View Process Request For**

User ID: JRESTO Type: Last: 2 Days **Refresh**

Server: Name: Instance: to

Run Distribution  Save On Refresh

Status: Status

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	70069		SQR Report	ZRBD103	JRESTO	05/31/2006 11:02:39AM EDT	Success	Posted	<a href="#">Details</a>

**Step 7.)** You will see the Process Detail page. Click on the **View Log/Trace** link:

**Process Detail**

**Process**

Instance: 70161 Type: SQR Report  
 Name: ZRBD103 Description: RIC Budget Status Report  
 Run Status: Success Distribution Status: Posted

**Run**

Run Control ID: BUDGET\_RPT  
 Location: Server  
 Server: PSNT  
 Recurrence:

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

**Date/Time**

Request Created On: 06/12/2006 3:27:50PM EDT  
 Run Anytime After: 06/12/2006 3:27:45PM EDT  
 Began Process At: 06/12/2006 3:28:13PM EDT  
 Ended Process At: 06/12/2006 3:28:27PM EDT

**Actions**

[Parameters](#) Transfer  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)

**Step 8.)** The link will bring you to the View Log/Trace page – to view your report click on the link that has the PDF file name and your report will open in a new window:

**View Log/Trace**

**Report**

Report ID: 28333 Process Instance: 70069 [Message Log](#)  
 Name: ZRBD103 Process Type: SQR Report  
 Run Status: Success

RIC Budget Status Report

**Distribution Details**

Distribution Node: ZRIC\_XCOPY Expiration Date: 06/21/2006

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,673	05/31/2006 11:05:42.550000AM EDT
<a href="#">ZRBD103_70069.PDF</a>	5,264	05/31/2006 11:05:42.550000AM EDT
<a href="#">Trace File</a>	2,671	05/31/2006 11:05:42.550000AM EDT

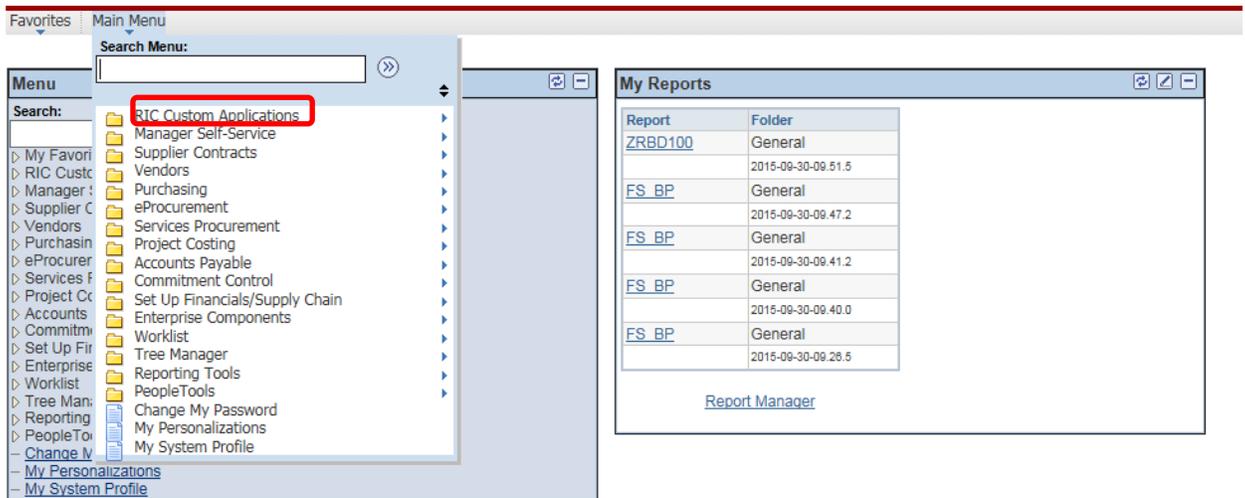
**Distribute To**

Distribution ID Type	*Distribution ID
User	JRESTO

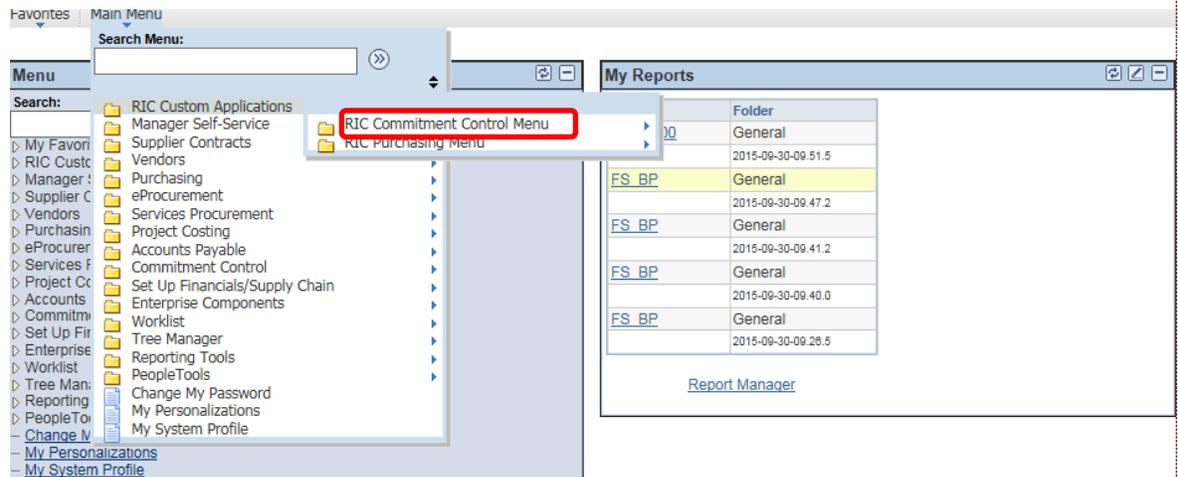
## 5.2 RIC Budget Status Detail

**Step 1.)** From the main menu on the left hand side of the page navigate to RIC Custom Applications > RIC Commitment Control Menu > Budget Reports > RIC Budget Status Details

➤ **CLICK ON** [RIC Custom Applications](#)

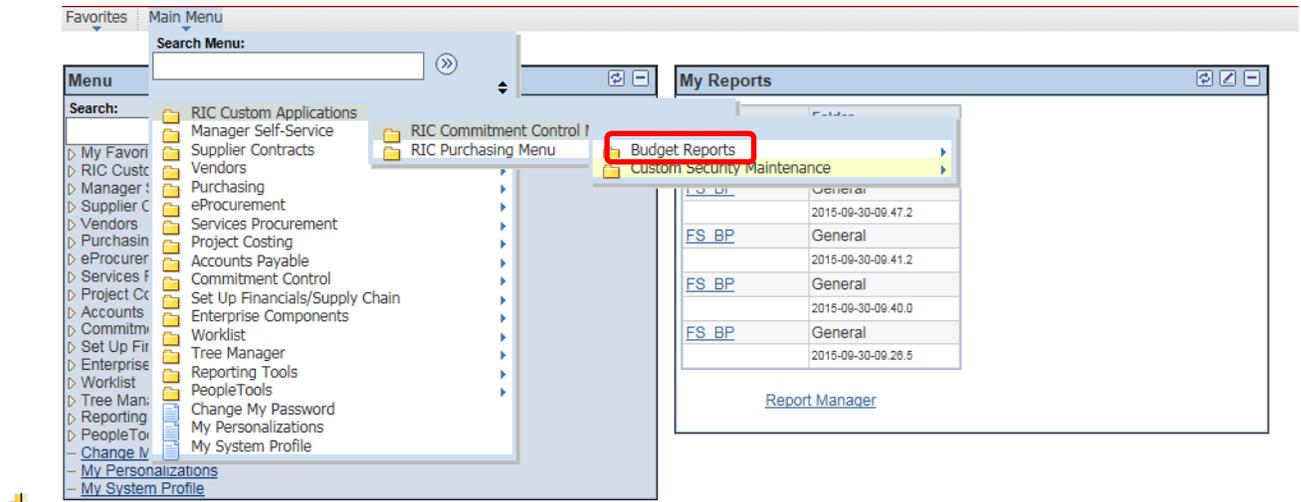


➤ **CLICK ON** [RIC Commitment Control Menu](#)

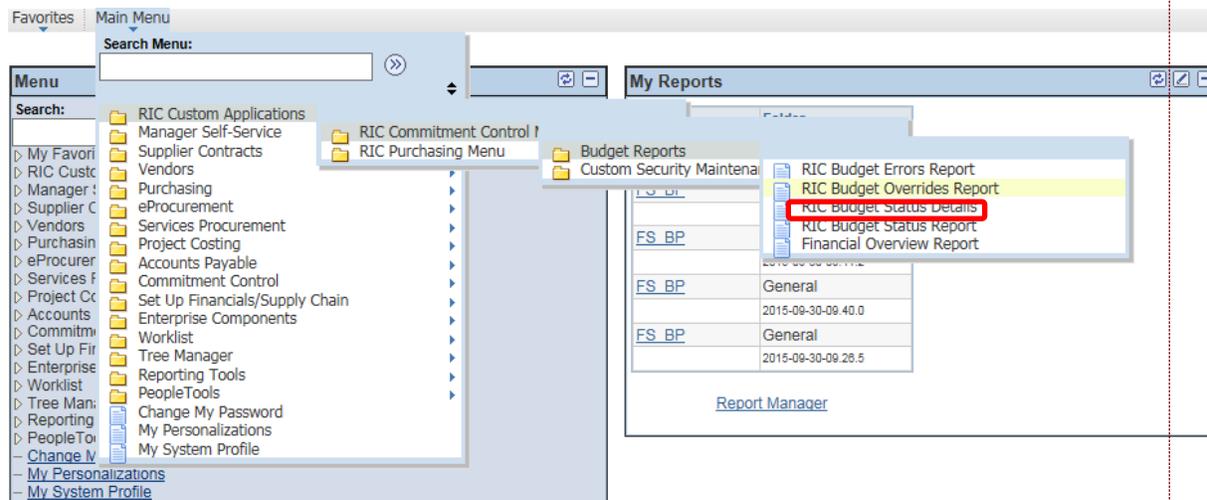


➤ **CLICK ON** [Budget Reports](#)

# Budget Inquiry Manual



➤ **CLICK ON RIC Budget Status Details**



You will see this page:

**RIC Budget Status Details**

[Budget Details](#)  
(Budget details)

[Requisitions: Pre-encumbrance Details](#)  
(Pre-encumbrance details: Requisitions)

[Purchase Orders: Encumbrance Details](#)  
(Encumbrance details: Purchase Orders)

[Vouchers: Expense Details](#)  
(Expense details: Vouchers)

[GL Journals: Expense Details](#)  
(Expense details: GL Journals)

## Budget Inquiry Manual

**Step 2.)** Click on a link to run a query which will open a new window. Each query link provides more budget detail. You will need to enter in values using prompts – enter in the values for your budget (sample values below) and then click on the **VIEW RESULTS** button:

ZRBD\_LGRDTLS\_BUDGET - Budget details

Business Unit:

Ledger Grp:

Dept:

Select Project or enter %:

Select Account or enter %:

Budget Period:

Select Budget Ref or enter %:

[View Results](#)

Unit	Ledger	Dept	Project	Account	Fund	Bud Ref	Budget Period	Year	Period	Budget Type	Sum	Total Amt
------	--------	------	---------	---------	------	---------	---------------	------	--------	-------------	-----	-----------

The results will display on the same page:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)

View All

First  1-3 of 3  Last

Business Unit	Req ID	PO No.	Vendor Name	Date	Department	Account	Fund	Project	Budget Period	Accounting Period	Fiscal Year	Total Amount
1 RICOL		0000010602	W.B. MASON CO., INC.	03/31/2006	16224	60455	100		2006	9	2006	-27.990
2 RICOL	KK_60406			04/20/2006	16224	60406	100		2006	9	2006	150.000
3 RICOL	KK_REQ100			03/31/2006	16224	60455	100		2006	9	2006	27.990